Jefferson Early Enrollment Update Session
Jan 27, 2020

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Contents

Early Enrollment Period Notes

Date: Feb 3 – 7, 2020   **Time**: 9am – 1pm each day

Who: For families new to the district who are interested in one of the system's K-8 schools for the 2021 school year.

- K-8 neighborhood schools that serve students in K – 8.
  - *Not for PreK students
- Families must live in the school's district.

Overview: Always do a re-enroll on these students. All these students will have a special code of "**PND Documentation for Enrollment Pending.**"

Enter a New Student Using Reenroll

1. Start Student Master. **At the setup box, set year to "2021."**
2. Click the **Clear** button on the lower center portion of the student master screen. Click in the **Name** field and the Student Information window will open.
3. Enter all or part of the **first** and **last name** of the student OR enter all or part of the student's ssn in the **ssn** field.
   a. If any part of the name contains an apostrophe, use the key left of #1 and above the Tab key on the keyboard ("backquote" key).
   b. If the student's name is an uncommon name, try using the first two or three letters of the first and last name instead of the whole name.
   c. **TIP**: Try variations of the name to get a match. Add or take out apostrophes, add or take out hyphens. Important to try to get a match if previously enrolled.
4. <u>ALWAYS DO A RENROLL FOR ALL STUDENTS</u>. Click **Action** in the upper right of the screen. Choose **Re-Enroll**.
5. Check the appropriate items to import. Usually, all items are selected.
6. Always choose 026 Jefferson unless the student is coming from a JCampus district, then select the JCampus district. (JCampus districts have the name of the district twice.)

Student Master Re-Enroll

Warning: You are about to access sensitive Personally Identifiable Information (PII). It is to be controlled, handled, distributed, and disposed of in accordance with all local, state, and federal privacy laws. This information shall not be used without prior authorization of the student's parent/guardian.

This Option will check the Statewide or District database for similar student names. A list will be provided for selection.

1. Must have name or partial name entered on the Student Master main screen.
2. Must check application data to load to your system below.

☑ Demographics
☑ Discipline
☑ Transcript
☑ Attendance
☑ Grades
☑ Test Scores
☑ IBC

Choose a district to search for students below. If the district selected is the same as your district on the student master setup window then the selected district data warehouse is engaged. If the district selected is different than the district on your student master setup window then the state wide data warehouse is engaged for the district selected below. If "ALL" is selected then the complete state wide data warehouse is searched for similar names set forth in the student master as referenced in item one above

026 Jefferson - jefferson

| OK | Cancel |

7. Click **Ok.** If any matches appear on the screen in Jefferson, choose the **most recent entry** (top entry).

8. If choosing from a district other than St. Landry, set the **District** to the other JCampus district, and if a match is found, be sure to choose the most recent entry, which is usually the topmost entry.

9. When a row is selected, an initial view of the student's data will be presented to make sure the correct student is being selected.

10. After verifying the information, if it is the correct student, click the **Import** button on the lower left.

11. Select the appropriate entry school, entry code, entry grade (00 is Kindergarten), and enrollment date for the incoming student. Click **Ok.**

    a. **Entry Code**: Typical entry codes for this situation:
       - E1 E1 Original enrollment in the district (*Use for first time Kindergarten students)
       - E2 E2 Gain from outside state
       - E5 C3 Gain from within the state
       - E7 C5 Entry or gain from Non-public school within the state
       - E8 C6 Entry or gain from home school from within the state

    b. **Enrollment Date**: August 6, 2020

12. After the import of the student is complete, the user will be directed to being updating the address and contact information of the student. Verify all information; including ssn, date of birth, etc... Update address and contact information. Click *Save* at the bottom of the page.

Entering a New Student When No Reenroll Match is Found

1. If no match was found in the Reenroll process, the user enters the student's information from scratch, starting with the student information box, then work down the student screen.

2. Any field that is red must be completed to enroll the student. Any field with a blue/gray background indicates additional information is available when the field is selected.

Entering / Updating Student Information

1. Click in the **Name** field and the Student Information window will open.

   a. Enter the student's Last, First, and Middle Name, including any suffix information as it appears on the birth certificate.

   b. If any part of the name contains an apostrophe, use the key left of #1 and above the Tab key (backquote key) on the keyboard.

   c. Complete the physical address.
      - A listing of matching addresses will appear. Select to populate the physical address field. If no match, enter address in the appropriate fields.
      - This should indicate to you that the student's address is valid for the attendance zone.
      - If physical address is same as mailing address, use the "**Copy Address**" button to speed up the process.

   d. Complete the mailing address if different from the physical address.
      - If a PO Box, put information in the "Address" field.

   e. Enter a student home phone number, or primary contact number for the student. A Phone Options window will appear. Checking the Tardy, Attendance, Discipline, Grade and Event options will **opt out** of receiving phone calls for those items.
      - "Cell Phone" can receive SMS text messages from the JCall system.

   f. Enter the Social Security number in the **SS Number** field. If a parent does not supply a SSN, double click

      in the SSN box and the system will generate a temporary SSN.

2. When finished with the student, click the **Guardian** tab to enter Guardian information (if applicable) for the student.
    a. Guardian information is completed when the student's legal guardian is someone other than Mother or Father.
3. Click the **Father** tab to enter Father information for the student. If no father information is available, leave blank.
4. Click the **Mother** tab to enter Mother information for the student.
5. Repeat for **Emergency** tab.
    a. For additional contacts, click the "**Contacts**" tab and add contacts here.
        ▪ Can be neighbors, health care contacts, other relatives.
        ▪ Click on picture icon to upload a picture of the person.
6. Fill out **Resides With** field. Use when it is necessary to indicate who the child resides with.
7. For **Grade**, select the drop-down menu to select student's grade.
    a. Kindergarten grade = 00
8. For **Ethnic** field, select the Primary first, then additional under Secondary.
9. Click in the **Birth Date** field. Select the month, date, and year that is contained on the birth certificate.
10. For **Transportation**, click the drop-down menu next to Transportation and make the appropriate selection.
    a. If the child is to ride a bus, select **01 Regular Bus**
        ▪ In summertime, the nightly exchange will populate which bus the student will ride.
    b. If the child is a walker or car rider, select **05 Car Walker**.
    c. You can add CAR label in the AM or PM bus field.
11. Click in the **Entry Date** field. The Entry Information window will appear.
    a. **Entry Code**: Typical entry codes for this situation:
        ▪ E1 E1 Original enrollment in the district (*Use for first time Kindergarten students)
        ▪ E2 E2 Gain from outside state
        ▪ E5 C3 Gain from within the state
        ▪ E7 C5 Entry or gain from Non-public school within the state
        ▪ E8 C6 Entry or gain from home school from within the state
    b. **Enrollment Date**: August 6, 2020
    c. **Transferred From**: Indicate previous school here.
        ▪ If the student is transferring from within the state of Louisiana, click in the **Transferred From** field to generate a Louisiana State School list. Use the Search field to locate the school site. Select the school.
        ▪ If the student is transferring from a school not listed with the state, close the site listing by clicking the "x" in the upper right. You will see the cursor is blinking in the Transferred From field. Just start typing the name of the site the student is coming from. Click **Close**.
    d. **Entry Comments**: Enter any special circumstances for the entry here.
12. Tap the **SAVE** button to store the student's information.

Enter Special Code "PND Documentation for Enrollment Pending"

We will use this code to track students for reports and communication. Only

1. Click in the **Special Codes** field to get the Special Codes box. Click in the "**Code**" cell to bring up a search listing.
2. In the search box, type "**PND.**" The "PND Documentation for Enrollment Pending." Click in box to select.

3. **Begin Date**: Enter date of application. **End Date**: August 31, 2020. Tap **Save** cell to store the code.

4. If the district needs a count of these students, or to communicate with them, the code will help identify these Early Enrollment students.

Special Codes for Kindergarten Students (00)

- K01 PUBLIC School Prekindergarten
- K02 NONPUBLIC Prekindergarten
- K03 LICENSED Childcare
- K04 Family Day Care Home Program
- K05 Head Start Programs
- K06 Tribal Schools
- K07 Home (No Pre-K)

Student Master Overview

The **Student Master** is the primary program for working with individual student data. It is used to maintain demographic information on students and enroll/drop students.

Update: Find a Student Using the Search Bar

1. The search bar is the blank field to the right of **Action** at the top of the screen.

2. Search by typing all or part of the student's first name last name, or social security number, student ID number, state ID and hit **Enter** on the keyboard.
3. A list of possible matches is displayed and can be sorted using any column heading.
4. Select the desired student. The student information will appear in the *Student Master* screen.
5. **TIP**: In this field, the user can search additional strings such as Father Name, Mother Name, Guardian Name, and any phone number. Simply type in what is being searched for. Any matches will show in **bold**.
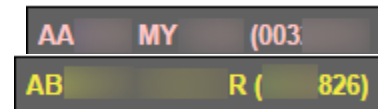
Student Master Screen Features

1. Flags in the top will be shaded a color if a student has been classified as SPED, 504, LEP, or has a Health condition.

   a. Hover over the button to see additional details.

2. If the student has exited, the name of the student will be shaded in red.

3. If the student is absent on the current day,the name of the student will be shaded in yellow.

4. To get to the details of a field, click on it.

   a. Example: To see the details of a student, click on the name of the student. The student details screen will be displayed.

5. Tabs across the bottom contain additional details and entry screens for the student.

Demographics	Addresses	Sports	Programs	Vocational	SOD	Permissions	Log	Enroll History	504	Out of Zone
Delete	Help	Clear	Save	Prev	Next	Setup	Find			

6. **Save**: To store any changed data on the student, be sure to click the SAVE button located at the lower center of the Student Master screen!!

7. **Name**: Located in the upper left, click the field box next to **Name** to access, edit, or enter the student's name, addresses, phone numbers, and ssn of the student. Address and phone information can be copied from the student's information to the Guardian, Father, and Mother by clicking the **Copy Address** button.

   a. **SSN**: If the student needs a temporary SSN, double click the SSN field.

8. **Guardian**: Click in this field to enter/edit a guardian's name, address, email, and phone information. Usually, this is someone other than the Father or Mother, such as Grandmother, or other type of legal guardian.

   a. Information can be copied from the **Mother** or **Father** by clicking the **Copy From …** buttons at the bottom of the Guardian window.

   b. If a school uses the Parent Command Center, and wishes to deny a guardian access, a user can select to deny access by clicking the box next to **Guardian cannot access Internet data**.

9. **Father** and **Mother**: Click in these fields to enter/edit names, addresses, email, and phone numbers of the student's father and mother. There is a check box to indicate if the mother or father is a stepparent.

   a. Address information can be copied from Guardian, Student, Mother, or Father by clicking the **Copy From** button.

   b. If a school uses the Parent Command Center, and wishes to deny a parent access, a user can select to deny access by clicking the box next to **Mother/Father cannot access Internet data**.

10. **Emergency**: Click to enter or edit a person to contact in case of an emergency for the student.

11. **Contacts**: Click the "**Add**" button to add additional contacts for the student such as neighbors, pastor, relatives. To enter a picture of the person, click on the picture icon.

12. **Homeroom:** Usually not selected here but populated as a result of scheduling. If needed to be done manually, click to enter a homeroom for the student.

13. **Special Codes**: This field allows you to bring up a box that will list any special information for that student. By clicking on the drop-down arrow, you will get a list of Special Codes that you can use if you need to enter such information. It also allows you to enter other information such as **Lunch Type** and **Lunch ID**. You may enter up to 10 different codes. After you are done, close the screen and the codes will appear in the Special Codes field on the main Student Master screen.

14. **School Clubs:** This field will allow you to list any school clubs that the student is a member. When you click on the blank field next to the **School Clubs** name, a box will appear. Click on the arrow and a drop-down list of clubs will appear. You may select up to 10 clubs for this field.

15. **Alarm Codes**: This field will allow you to assign codes that indicate a student needs special or immediate attention.

This code will display when a student with an alarm code is checked out of school.

16. **Entry Date:** Contains the date the student entered the school. A user can cell click to enter/edit the entry code, entry date, and school transferring from.

17. **Leave Date:** Contains the date the student left the school. A user can cell click to enter/edit the leave code, leave date, and school transferring to. Note: Proper use of the leave code is crucial. Using a leave code that contains a **"D"** will result in a dropout assigned to the school.

18. **Country:** If a student was born in another country, a user would cell click here to enter the country of birth, date of entry to US, a language code, and a language proficiency code. This is an important field as it identifies whether a student is **Limited English Proficient**.

19. **SBLC Code**: A field to identify a student as retained. When a student is considered for retention, an SBLC is held. The results of the SBLC meeting (promoted or retained) are posted here.

20. **Old SSN** / Old SSN Date: If a student's SSN was changed, the old one appears here, along with the date of the change.

Tabs at the Bottom of the Student Master Screen

1. **Demographic**:   First screen displayed when entering **Student Master**. Basic information on a student is displayed here.

2. **Addresses**: This tab will display all name/address/phone information contained in the **Student**, **Guardian**, **Father**, **Mother**, **Emergency,** and **Contacts** tabs.
    a.   From here, pictures for student, Guardian, Father, Mother, and Contacts can be uploaded by clicking on the picture icon.

3. **Sports**: This tab will display information such as **Sports**, **Cohort, Next School,** and **Graduation** (if early graduate) data.

4. **Programs**: This tab will display program information such as Homeless, Migrant, Homebound, etc... Program start and end dates can be associated with each program.

5. **Vocational**: This tab will allow you to enter Endorsements, Career Cluster/Concentration data, Career Option data, and IBC related data for the high school student. This tab will become the Graduation Plan tab in the future.

6. **Permissions**: Student permissions are stored here.

7. **Log**: A file that allows an Administrator or Counselor make journal entries on a student.

8. **Enroll History**: A very important tab. This tab indicates the **enrollment history** of the student in the district.

9. **504**: This tab will display details about the student if the student has been identified as 504.

10. **OOZ**: This tab is used to store **Out of Zone** information related to the student.

Using the Gear icon

The Gear icon is a menu system that brings out further details about the student in a quick access format. The Gear icon can be found throughout the JCampus system. Typically, the user will see the icon near the student's name on a screen and on some list report screens. In Gradebook, the Gear icon is accessed by the highlight of a name, then a click of the Gear icon.

1. After locating a student on the Student Master screen, or in any other location where the icon is present, click on the *gear icon*. A submenu of items to pick from will be displayed.

2. Categories with arrows on the right contain further subgroups of related items .

3. Student
   a. **Student Demographic**: Creates a print of main contact information of the student.
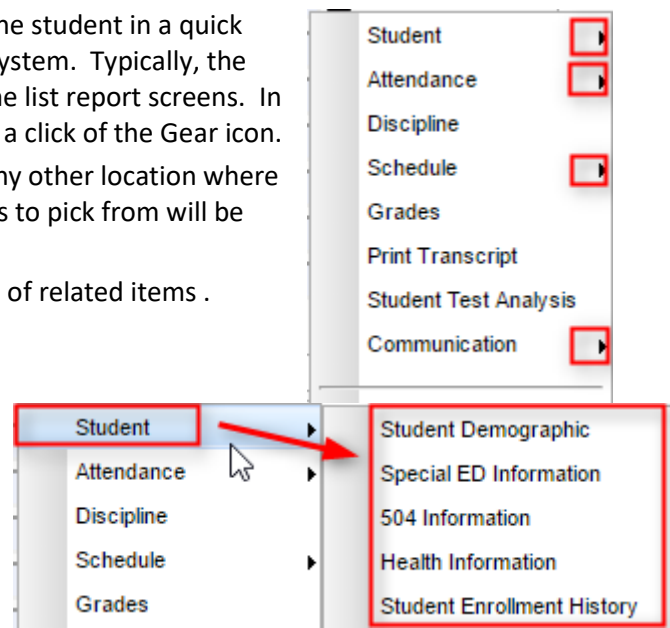
b. **Special ED Information**: Same as "SPED" button on main Stu Master screen.

c. **504 Information**: Same as "504" on main Stu Master.

d. **Health Information**: Same as "Health" on main S

e. **Student Enrollment History**: Same as "Enrollment History" tab of Stu Master.

4. **Attendance**

a. **Attendance by Day:** Report of detail attendance and summary. Click "Setup" to change year.

b. **Attendance by Course:** If a Bell Schedule is setup, student's attendance by course is displayed with counts per course. Cell click to get detail records for the class.

c. **Tardies:** Code 14 Tardy means student was present at school, but no in class on time. Typically posted by the teacher.
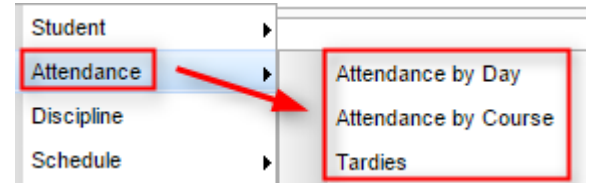
5. **Discipline**: Provides a summary of incidents/actions. Click the "Year" in lower right to see previous years information.

6. **Schedule**: If user permissions allow, these will allow for student schedule changes.

a. **Schedule Maintenance**: A simple manual student schedule program to quickly add/drop classes on the student's schedule.

b. **Pattern Board**: Typically for high schools and large middle schools, this is a request-based student scheduler for entering requests, automatic scheduling for the student, or manually add /drop a class.

c. **Block Fast Loader**: Typically for elementary schools and smaller middle schools, this assigns a student to a homeroom, which also assigns a schedule associated with the homeroom.

d. **Print Schedule**: Quick preview/print out of student's schedule.
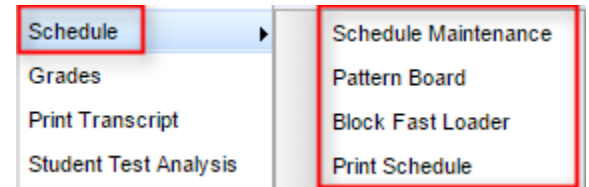
7. **Grades**: Displays the current marking period grades, and any semester / final averages if calculated. Click the "Year" in the lower right to see previous year's grades.

8. **Print Transcript**: Displays the transcript of the high school student.   Current year semester / final averages are merged and indicated with a "G" for "Grade Record."

9. **Student Test Analysis**: Displays test score information for the student. Easiest way to view is to hit the "**Print**" button to do a print preview.

10. Communication

a. **Parent Contact Log**: Typically, a note posting entered by the teacher documenting time/date/contents of a communication with a parent/guardian.

b. **SPC Login Information**: Displays the last time a parent/guardian accessed information about the student on the Student Progress Center.

Address Standards and Abbreviations

In the next section, we will be going over how to enter students. When entering addresses, it is important to be consistent. Below are suggested address standards for abbreviations and formats when entering any address for students, parents, or emergency contacts. Your district will have the final say on the proper way to use address standards and abbreviations.

1. No commas or periods in address text.

2. Common abbreviations:

a. **AVE**   Avenue

b. **BLVD**   Boulevard

c. **CIR**   Circle

d. **CT**   Court

e. **DR**   Drive

f. **HWY**   Highway

g. **LN**   Lane

h. **PKWY**   Parkway

i. **RD**   Road

j. **RT**   Route

k. **ST**   Street

l. **THRWY**   Thruway

m. **TR**   Trail

3. Generally, numbered streets in most towns are spelled out when doing First through Tenth streets. Above Tenth, use the figures. Examples: **123 THIRD ST**, **382 14TH ST**

4. Abbreviate all directions without the period. Examples: **320 W JEFFERSON ST**, **938 E JEFFERSON ST**

   a. Exception: If the street's name is a direction, do not abbreviate it. Example: **103 NORTH ST**

5. A post office box should be **PO**. No space and no periods. Example: **PO BOX 125**

6. <u>**LOT**, **APT,** and **UNIT** are entered on the second address line.</u>   Don't use "#." Example: **LOT 16**, **APT 32**.

Exit a Student

1. After finding the student in Student Master, click on the **Leave Date** field to begin the process of exiting a student.

2. Select the appropriate **Exit Code** from the drop-down menu for Leave Code.

3. In the **Leave Date** field, select the first nonattendance date as the leave date.

4. Enter the **Transferred To** information

5. Click **Close**. You will notice the **Leave Date** field is now red, indicating the student is dropped.

6. If all information is correct, click **Save**.

Print Entry/Leave Packet

1. After finding the exited student in Student Master, click **Action** at the top right of the screen, then choose **Leave/Entry Package**.

2. Check all appropriate boxes to print.

   a. Check **Demographic Information Page** to print student demographic information.

   b. Check **Current Grades** to print a report card for the student.

   c. Check **Current Progress Report** and select the current grading period from the drop-down menu to print out a detailed progress report for the student that lists all assignments and grades for each class.

   d. Check **Historical Grades Detail** to print a transcript for the high school student.

   e. Check **Attendance Current Year History** to get a detailed history of the student's attendance.

   f. Check **Discipline Current Year History** to get a summary of the student's discipline.

   g. Check **Discipline Referral Detail** to get a detail listing of the student's discipline records.

   h. Check **Test Score Card** to get a print of the student's test scores.

3. Click the **Print** button to print out the document.

   a. **Note**: Can be used as a handy document when meeting with parents or others regarding the student's

progress.

Alpha/Recruiter List

The Alpha Recruiter List is a great report to get lists of students for various reports.

1. In the left navigation panel, go to Student Master / Lists / Alpha-Recruiter List.
2. In the Setup window, ensure the correct year, district, and school are selected.
3. Commonly Used Settings:
    a. **Grade** can be left blank if all options are to be included; otherwise, click in the box to select the specific choices.
    b. Other fields such as Special Codes, Homeroom, Clubs, Programs, and Sports can be used to filter the listing of students.
    c. The **Column** field can be used to select which fields will be displayed in the report.
    d. **Active Only** date will list students enrolled on this date.
    e. **Special Ed** and **504** can be checked off to limit the report to Special Education or 504 students**.**
4. **Order to List** gives sorting options.
5. Click **Ok** to get a student listing.
6. Clicking on the down arrow on the right side of any column header will display additional sorting options.
    a. **Sort Ascending**-alphabetical order
    b. **Sort Descending**- reverse alphabetical order
    c. **Configure Sort**- custom sort using multiple columns
    d. **Clear sort**- clears the Configure sort option
    e. **Auto Fit All Columns**- adjust all columns' width to fit the text in each field automatically
    f. **Auto Fit**- does the same but only in the column you are working in
    g. **Column**- uncheck columns to hide
    h. **Group by**-when grouping, all items are sorted and then collapsed into drop down items to make the information easier to access in an organized fashion.
    i. **Ungroup**- clears Group By
    j. **Freeze**- keeps the chosen column stationary while scrolling from left to right
7. Click **Print**. In the Print Document window, select the appropriate format to save or print.
    a. Highlighting rows in the list and selecting **Print** will only print those selected rows

Birthday List

1. In Student Master section, click Lists, then Birthday List.
2. At the setup box, set the Year, School, Grade(s), Order By, and As of Date.
3. For **Sort By**, click Month.
4. For Choose, pick Option 2.
5. In the Option 2 section, set the desired month to search birthdays for, then click **OK**.

Gain Loss Report

1. Select Student Master, then click on **Lists**. Select **Gain Loss Report** and the setup box will appear.
2. Set the usual Site, Grade information at the top of the setup box.

3. **Print First Day Students**: By default, the program does not display students who are enrolled on the first day of school. Selecting the Print First Day Students option will show all students, including those who were enrolled on the first day of school.

4. **Show Gains Only**: Show only students you have gained.

5. **Show Losses Only**: Show only students who have left.

6. **Select Show Transfers From**: This field is the district(s) from which a student has transferred and it will only have information if it was entered upon enrolling. Leave the field blank if you want transfers from all districts. Click in the field to restrict the report to one or more districts.

7. **Select Entry Codes**: Leave the Entry Code field blank if all Entry Codes are to be included. Otherwise, click in the box to select the desired code(s) to be included.

8. **Select Leave Codes**: Leave the Leave Code field blank if all Leave Codes are to be included. Otherwise, click in the box to select the desired code(s) to be included.

9. Click **OK** to move to the student listing.

10. Columns of interest are:
    a. GLFD--Students gained or lost on the first day of school
    b. FD--Students gained on the first day of school
    c. GOST--Students gained out of state
    d. GIST--Students gained in state
    e. GID--Students gained in district
    f. GOTH--Students gained other than out of state, in state or in district
    g. GTOT--Total students gained
    h. LOST--Students lost out of state
    i. LIST--Students lost in state
    j. LID--Students lost in district
    k. LOTH--Students lost other than out of state, in state or in district
    l. LTOT--Total students gained
    m. TOTAL--Net gain (positive value) or net loss (negative value)
    n. TRANSFRM--6 digit site code if site is located in Louisiana
    o. TRANSTO--6 digit site code if site is located in Louisiana

Classroom Log 1 Week

The Classroom Log is used to quickly print class roster logs for substitute teachers or for other needs.

1. On the left navigation area, choose Student Master, Lists, then Classroom Log 1 Week.
2. At the Setup Box, configure for the usual Year, Site, Grade, As of Date options.
3. Click in the box to the right of **Teacher** to select the teacher(s) for whom you need to print the Classroom Log.
4. Click in the box to the right of **Periods** to select the desired class periods to print for the teachers.
5. Click in the box to the right of **Semesters** to select the desired semesters to print for the teachers.
6. Click **OK** after all fields of the setup box have been set as desired. A list of teachers with their classes will appear based on the settings of the setup box.
7. Select the teachers to print the Classroom Log for and click **Print**.

Student Locator

This program will allow the user to locate students by course and period. There several different selections in the setup box for the user to choose.

1. Select Student Master on the panel on the left side of the screen. Under **Lists**, select **Student Locator**.
2. Set the normal setup options such as Year, School, and Grade.
3. **Periods To Show** --class periods to show on report
4. **Location Type**--Select Teacher to show only the teacher, Room to show only the room number, or Course to show only the course on the single line report.
5. **Report Type**--Select **Single Line** Report to show the teacher only or **Multi Line** Report to show course, teacher, and room number.
   a. (NOTE: If a student is taking a multi-period course (2+ periods), then the information will show up in all of the periods the student is scheduled into the class. As an example, if a student is taking Welding for three consecutive periods beginning at 1st period, the Welding information will be on the report at 1st period, 2nd period, and 3rd period.)
6. Homeroom, Advisor, Club and Sport --You can sort you schedules by those students assigned only to homerooms, advisors, Clubs and sports.
7. Click **OK** to move to the next screen.
8. **Print**: Click Print to create a print job.
   a. If set to "Multi Line" report, the student's information (address, phone number, etc.) will also be printed on the schedule.

Student Demographic Fast Loader

This program will do the following:

- Create a form for parents to review demographic information about a student, then return with any corrections.
- Allow a user to update the demographic information of the student, then print an updated copy of the form if needed.

1. In the upper left, locate the Student Master category. Underneath, click on "Loaders", then "Student Demographic Fast Loader."
2. Set the normal setup of School, Grade, As of Date.
3. **Show Parent's Security Code**: Select to show the 5 digit code (PSN) needed for the Parent / Guardian to create a Student Progress Center Account.
4. **Show JCOMM Permissions**: Use only if the district uses the Edgear Call System. Select to show a place for the

parent / guardian to indicate that a call is not to be placed to a given phone number.

5. **Show General Permissions**: Deselect (no check) to show the Comments from Student Master at the bottom of the form. Select to show Permissions check boxes at the bottom of the form.

6. **Show Alert Codes**: Shows a student's alert code. To print Alert Codes on Demographic Form, you must check "Show Alert Codes" and "Show Comments."

7. **Show Comments**: This will show the student's master record comments on the Student Short Form. You may choose to "Show General Permission" or Show Comments" but not both.

8. **Show Blank JCOMM Permissions**. By selecting this option, the printout will show the blank check boxes on the short for each selected student. This will give the parents/guardian the mechanism to update these permissions.

9. Click **OK**.

10. A listing of students with a select box will be displayed. Click in the select box of the desired students to create a form, or to select all students displayed, click the square in the upper left. You will then notice that a check mark is placed to the left of the name of the student(s).

11. To print the forms, click the **Print Short Form** button on the lower right of the screen. A print preview will be displayed to review the report before printing.

    a. Note: If a large school, it may take a minute or two to get the report.

Directions for Updating Student Demographics When the Form Is Returned

Note: This is not the only way to update demographics. If the user is more comfortable updating demographics in the Student Master module, that is certainly a good option. The advantage here is that all the demographic information is on one screen that roughly fits the form that was printed out.

1. When the forms are returned, go to the **Student Demographics Fast Loader** as detailed earlier in steps 1 and 2 on the previous page.

2. At the student listing, click on a student's name or ID number. Give it two or three seconds, then you will see a demographic screen that will appear as shown below. Generally, you will find that the fields match the layout of the printed demographic page.

3. Update the information on the screen to match the form returned by the parent/guardian.

4. To update the call system "opt out" for the types of messages, click any of the phone number(s) fields for the Father, Mother, and/or Guardian. NOTE: No work numbers will be called; therefore, you will not get a popup for updating the opt out for any work number.

5. To update the permissions found on the bottom of the sample below, click the permissions tab at the bottom of the student master.

6. Important! Click the "**Save**" button located on the lower left to store the changes.

7. **Tip**: If the user wishes to print an updated form of demographic information on the student, click the "Print Short Form" button located in the lower left.

8. To work on the next student, browse the listing to the desired student, click on the student name or ID, and repeat the steps above.

Homeroom Teacher Affidavit w/Signatures

This set of instructions is for printing Homeroom Affidavits w/signatures. The document will list students in a homeroom, a count breakdown at the bottom, a place for students to sign as verification, and a place for the teacher to sign/date as verification also.

This is an excellent tool for student checks at the start of the year and on funding dates such as October 1.

1. Select **Student Master** from the program list on the left. Click on **Lists**, then select **Homeroom Teacher Affidavit with/Signatures.**

2. Enter the usual setup options such as School, Grade, As of Date.

3. If you want to double space the list of names on the rosters, click the check box beside **Double Space**; otherwise,

leave it unchecked.

4. Click **OK** to move to the next screen.

5. A list of homeroom teachers with a check box to the left of their names will appear on the screen. Leave all teachers unchecked to print the complete list of rosters or you can check the box to the left of value at the top of the list to print all rosters. If you want a select few of the rosters to print, click the check box to the left of the teachers' names for which you want rosters to print.

6. Click the **Print** button to print homeroom listings for the selected teachers.